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DDA 89-2233
8 December 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: Royal E. Elmendorf
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 December 1989

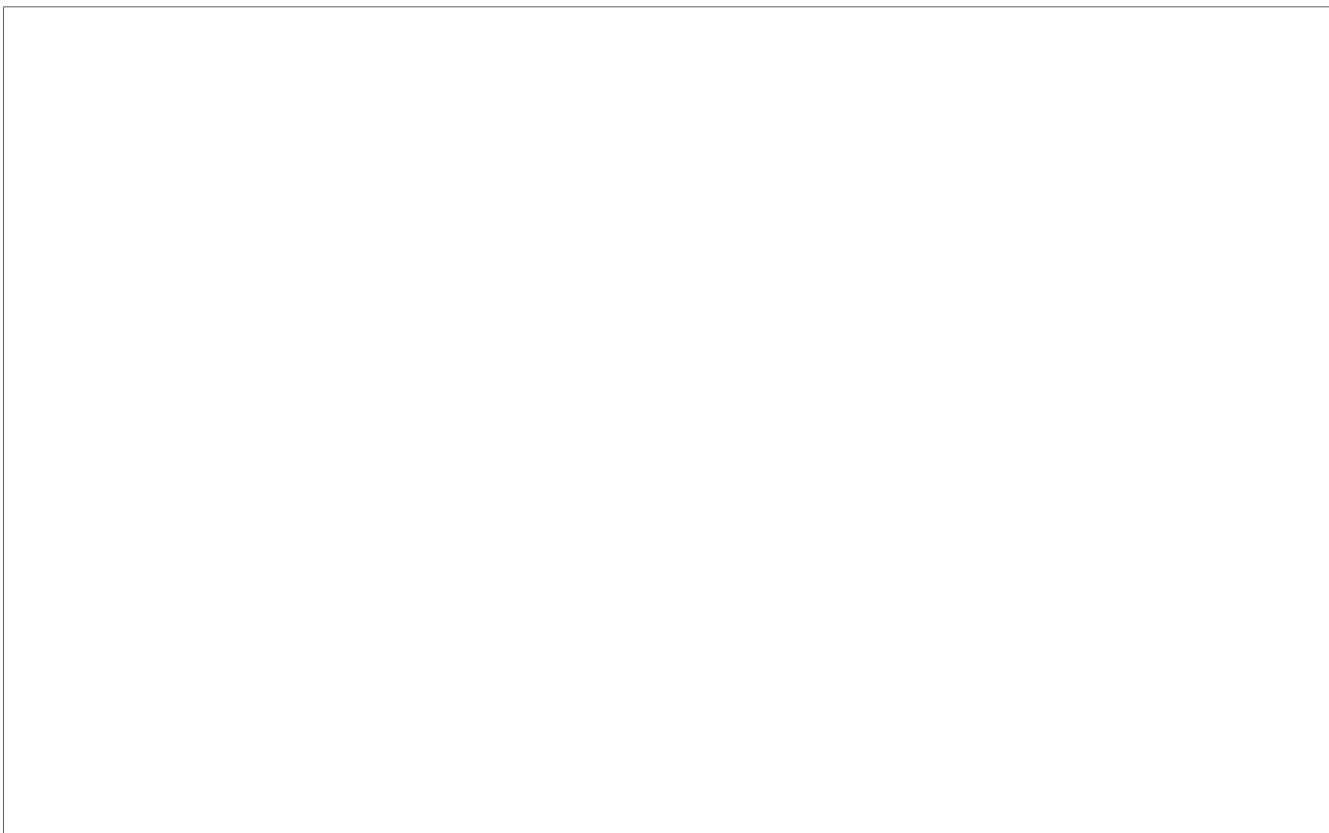
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7. The Office of Training and Education is assisting the Federal Bureau of Investigation (FBI) in developing a training program for intelligence analysts. The FBI intends to establish a cadre of analysts who can produce finished intelligence.

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8. The Office of Financial Management prepared a memorandum to the Office of Management and Budget reporting on CIA's compliance with the Prompt Payment Act.

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10. The Directorate of Administration (DA) Supervisor's Handbook has been distributed to all DA Offices. This is the first edition of a handbook designed to help our supervisors meet the challenge of developing and leading their employees. It sets forth policies, procedures, and a management philosophy, and also makes clear how our personnel system is intended to work.

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Royal E. Elmendorf

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ORIG: DA/MS: (8 December 1989) (weeklib)

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